

Visitation Application

The following is information/rules on our visitation procedure. Please *read*, sign and complete the attached application. Leave all 3 pages together when turning in.

- Provide a drivers license for us to copy and attach to your application.
- Wait **3 to 4 business days** before calling to check on the status/schedule a visit.
- Visitations can be set up **only** by phone at least 24 hours in advance. This can be done by calling 615-898-7847 **Monday – Friday** between **9am to 3pm**.
- Visits are only once a week for the inmates. Be aware they are on a video monitor, not face to face or through a glass. Although more than one person can schedule for the same visit, limited seating results in only one adult at a time being allowed in the visitation area.
- Visits are held every day from 8:15am to 3pm, not including the 11-12 hour, this being the inmates lunch time.
- Visits are on the hour except the first one, which runs from 8:15am to 9am and the last which is 3pm to 3:45pm.
- Visits last from the start of the hour to the end of the hour (except the above mentioned). If a visitor arrives late, the visit will not be a full hour. Example: A visit is scheduled for 9am. Visitor does not arrive until 9:15am. The visit will still be over at 10am, resulting in only a 45 minute visit. It is the responsibility of the visitor to arrive on time to get the full hour of their visitation.
- Children are permitted to visit as long as a minor waiver is filled out by a guardian and notarized. Waivers are located on the front desk. A non incarcerated adult must also be on the premises during a child's visitation.
- Children must be quiet so as not to disturb other visitors or the front desk operations. If a child becomes too disruptive, the visit will end and the visitors will be asked to leave.
- Although some might need authorization from the Superintendent, anyone can be a visitor provided a background check comes back clear and the person has not been incarcerated here for at least 6 months.
- Visitors are allowed communication only with the scheduled inmate. Any attempt to visit with another inmate during a visit will result in the visit being cut off immediately with no make up visit.
- Due to how easy it spreads through the use of phones, we ask if you have any coughing or flu like symptoms to refrain from visiting. This will help others and yourself by eliminating the transmission of the many illnesses around now.
- **By signing this I acknowledge:**
I have received, carefully read, and agree to abide by above said rules. I am aware that if any of these rules are broken, my visits can be terminated.

Visitor's signature

Rutherford County Correctional Work Center Personnel: Approved ____ Disapproved ____

RCCWC Signature



County of Rutherford

RUTHERFORD COUNTY CORRECTIONAL WORK CENTER

Bernard Salandy
Superintendent

Visitation Application

Please read these directions carefully. Any omissions or falsifications in this information may result in your applications approval being delayed or rejected. This includes handwriting being legible. Return this application to the visitation desk. This application will become a part of the referenced inmates file. It will be considered a public record available for review by the general public. This application requires a signature. Missing signatures will delay your application processing.

Inmates Name _____

Date of Application __/__/__

Visitor Information

Name _____ **Date of Birth** __/__/__

Address _____

City/State/Zip Code _____

Phone Number: Home _____ **Cell** _____ **Work** _____

Social Security Number _____ **Sex** ____ **Race** _____

Drivers license (State of Issue and License number) _____

Your relationship to Inmate. _____
(Documents such as Birth, and Marriage certificate, ETC. May be required.)

Have you ever been convicted of a Felony? _____
(A felony conviction may disqualify you from visitation eligibility)

Visitors Signature _____

(Anyone under the age of 18 will need to include (in addition to this application), a separate waiver of liability. The waiver must be completed, notarized, and submitted with application. For legal Guardians a copy of the court order granting custody or guardianship may be required.)

Visitors' Dress Code and General Visitation Rules

(Please read these rules completely and sign at the bottom of this page.)

- All pants, shorts, skirts, and dresses must be **knee-length or longer**.
- Sleeveless shirts and dresses, tube tops, halter tops, tank tops, and shirts or dresses with spaghetti straps are prohibited.
- Cut-off shorts are prohibited.
- Any clothing or other items displaying gang-related symbols or themes, or vulgar, objectionable language is prohibited.
- Undergarments are required for all visitors.
- All visitors must wear shoes, **no flip flops or sandals are allowed**.
- All visitors are to remain seated for the duration of their visit.

*****All children are to remain quite, seated, and under adult supervision at all times.**

Notice - contraband in penal institutions Tennessee code annotated 39-16-201

It is unlawful for any person to knowingly and with unlawful intent take, send, or otherwise cause to be taken into state, county, or municipal institution where prisoners are quartered or under custodial supervision, any weapons, ammunition, explosives, intoxicants, legend drugs, or any other controlled substances.

A violation of this is a class C felony

Visitors to see prisoners are, by policy of this detention center, subject to search, if so requested by personnel of the Rutherford County Correctional Work Center. If such request for a search is refused, you will not be allowed to visit said prisoner.

I have read the visitors' dress code and general visitation rules, or have had them explained to me, and understand this information.

Visitor's Signature
